

## REQUEST FOR DISBURSEMENT

DEPARTMENT REQUESTING

NET UNLESS  
OTHERWISE SHOWN

**APPROVED FOR PROCESSING (Signature)**

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FOR ACCOUNTING USE ONLY

[illegible]

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*Innovative Interfaces*

[illegible]

			Emeryville, CA 94608
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**INSTRUCTIONS:** Purchasing requisitions must be prepared in duplicate. Send original to purchasing division; retain copy for your files. Prepare requisition far enough in advance so purchasing agent can obtain competitive quotations and vendor can properly deliver subject merchandise or service. Include estimated prices if known. The purchasing division must have a properly filled in requisition, with the signature of the department head and date, before any purchases will be made.